How to Complete the Conflict of Interest (COI) Disclosure

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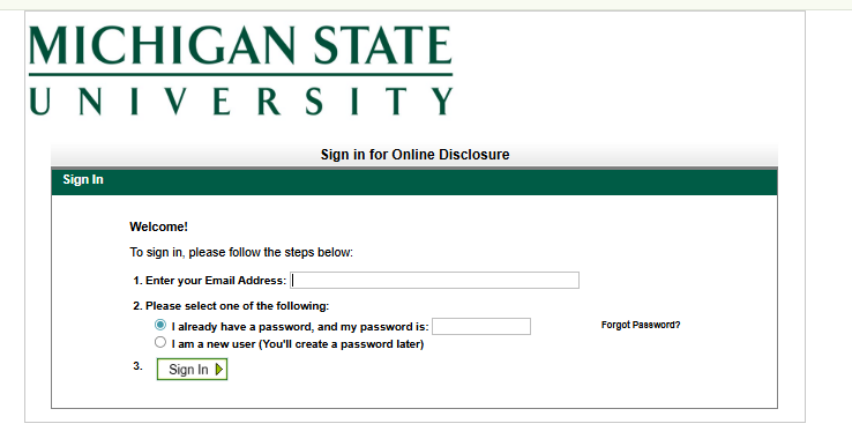
1. COI FORM INSTRUCTIONS

1. Go to the **Online Disclosure Form** here: https://cmetracker.net/MSUDISC/login?FormName=DiscLoginLive

2. You should see a screen that looks like this:



*For a small number of people, this link will not work (we don't know why). If you click the link and continue getting an error or the page does not load, please reach out to rhodabe2@msu.edu to receive a PDF version of the COI form.

3. Follow either step "a" if you have an account or "b" if you don't have an account below:
   a. **If you have completed this COI form before:**
      i. **Line 1:** enter the email address you used last year.
      ii. **Line 2:** select "I already have a password" and enter the password you created last year (Click "Forgot Password?" to reset your password if needed).
         1. If you click "Forgot Password" your password will automatically be sent to the email address entered on Line 1 (only if an account already exists). Go to your email to retrieve your password.
      iii. **Line 3:** click the green "Sign In" button.
      iv. Continue to step 4.

   b. **If this is your first time completing the COI form, you'll need to first create an account:**
      i. **Line 1:** enter the email address you would like to use for your account.
      ii. **Line 2:** select "I am a new user".
      iii. **Line 3:** click the green "Sign In" button. You should see the screen below:

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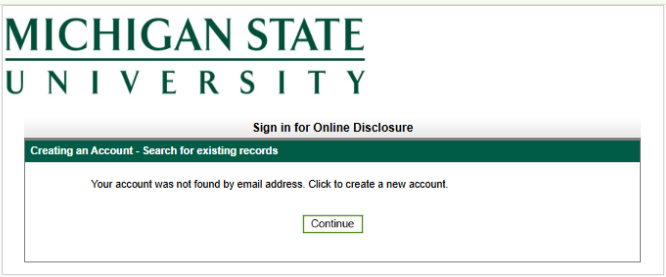
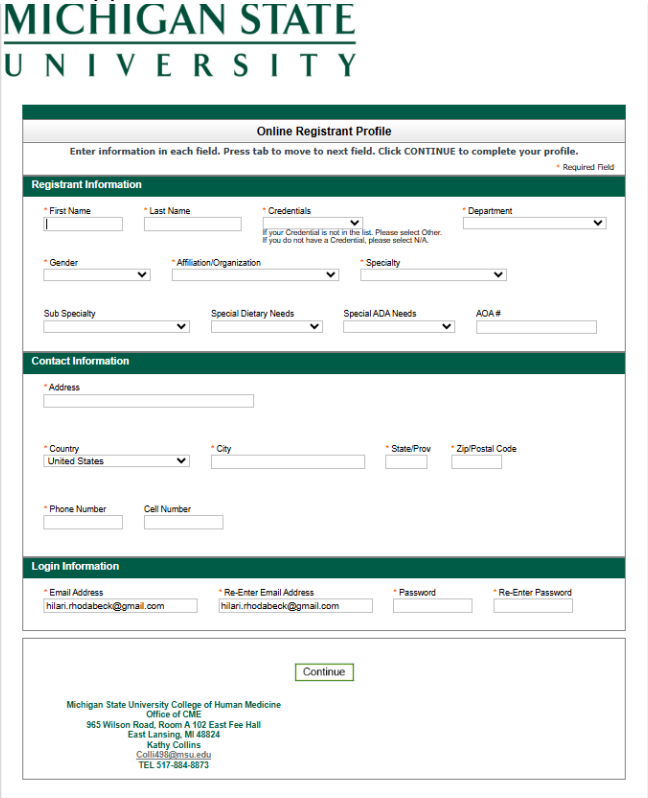
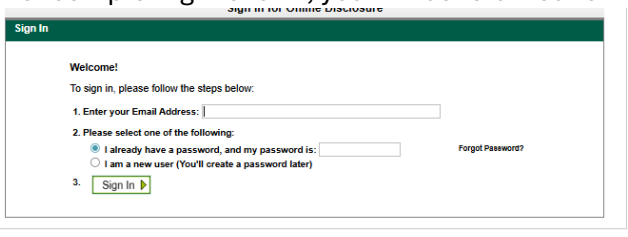


iv. Click "**Continue**" and complete the "**Online Registrant Profile**" which should appear on the next screen:



v. After completing the form, you will be returned to the "**Sign In**" screen.



vi. Now sign in, following the instructions from step "**3a**" above and then continue to **Step 4** below.

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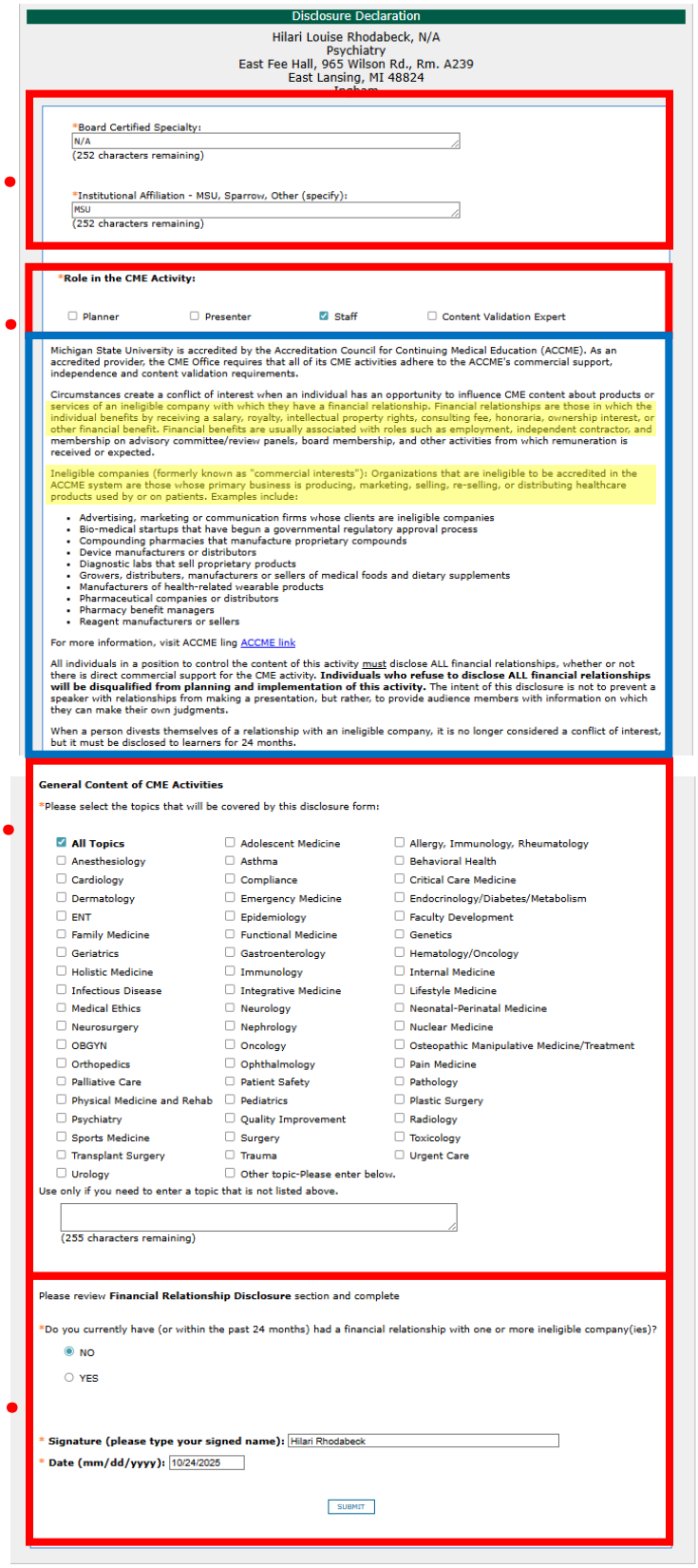
4. You should now see a screen that looks like this:



a. Fill in your "Board Certified Specialty" and "Affiliation" as it applies to you. If you don't have one, you can enter "N/A".
b. Select your Role (or Roles) in assisting with the MMH Conference activities. Select the following if:
   - **Planner:** You are part of the conference planning committee in some capacity.
   - **Presenter:** You will present educational material at the conference.
   - **Staff:** You are paid a wage (not honoraria or travel reimbursement) to provide organizational support of conference education materials.
   - **Content Validation Expert:** You review and help select or influence educational material which will be presented at the conference. (**Peer Reviewers** should select this option.)
c. Under the "**General Content of CMEs**" section, you can just select "All Topics".
d. Select "NO" or "YES" to indicate whether you have a financial relationship with an ineligible company.
   - If you are not sure what this means, please review the section of text marked above as "**Read Me**" on your disclosure form. This section explains "Financial Relationships" and "Ineligible Companies".
e. Type your signature as indicated, and enter the date you signed the form.
f. Click "Submit" to complete your COI form. 😊 You are done with your COI form for the year.

Instructions Last Updated: 10/24/2025

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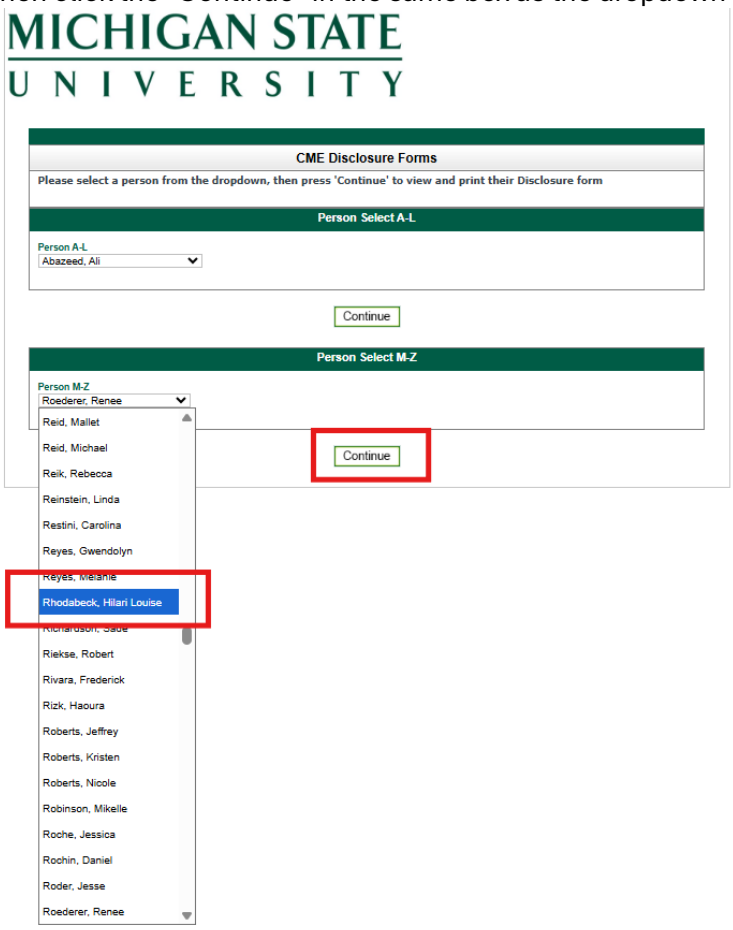
2. CHECKING STATUS OF A COI FORM

To check the status of your or someone else's COI form:

1. Go to https://cmetracker.net/MSUDISC/Login?formname=outDiscAccess
2. Find the name of the person you're checking for in one of the alphabetized dropdowns and then click the "Continue" in the same box as the dropdown you are using.



3. Open the PDF that automatically downloads (check your downloads folder if you can't find it).
4. Review the "**Date Signed**" found at the bottom of the second page of the PDF.
    a. The date must be within one year of the upcoming conference to be current.
    b. It is best to complete the form every year to ensure there is no lapse in compliance.

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3. QUESTIONS AND TROUBLESHOOTING

Q: Why do I have to fill out this form?

A: The COI form is a requirement for the Michigan State University (MSU) Continuing Medical Education (CME) office and of The Accreditation Council for Continuining Medical Education. to ensure that educational spaces are free from the influence of commercial interests.

Anyone in a position to control educational content for a CME-accredited activity must complete this form. We will not be approved to provide CME credits to conference attendees if we do not have everyone complete the COI form before the conference.

Q: I already filled it out once. Do I have to do it again?

A: The COI form must be renewed every year, so you will need to complete it again even if you completed it last year.

Q: The link I was provided for the COI form is not working?

A: Unfortunately the link does not work for some people. Please reach out to rhodabe2@msu.edu to receive a PDF version of the form that can be filled out and returned.

Q: What happens if I do have a financial relationship with an ineligible company?

A: Please select "YES" on your form! The CME office will just need to resolve the Conflict of Interest – which typically means we will reach out with another form to fill out, and the CME office will need to review any relevant presentation materials to ensure the topics represent a balanced, evidence-based medicine approach. For more information, read the section titled "**Conflict Mitigation Actions**" on the CME Policies and Procedures page here.